

ISSUANCE TRANSMITTAL
SHEET

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 6740.1C, CH. 1

Date: JUN 25 1986

Material Transmitted:

1. Management Instruction MMI 6740.1C, Change 1, Subject: "Identification and Maintenance of MSFC Vehicles and Special Purpose Mobile Equipment."
2. Make the following pen and ink changes:
 - a. Change Originating Organization from "CN73" to "CN71."
 - b. Paragraph 3.c.; Attachment A, paragraphs 1.d.(2) and 1.d.(4), which read "NHB 1430.2." to read "NASA Manual 001."
 - c. Attachment A, paragraph 1.b., 2.c., and 2.e., which read "Vehicle Operations Branch" to read "Transportation Management Division."
 - d. Attachment A, paragraph 2.a.(4), which reads "telephone 453-3064" to read "building 4483."

C. D. Bean
Director
Administrative Operations Office

Distribution:

SDL 3

Filing Instructions:

Making the above pen and ink changes and file this Transmittal Sheet in front of MMI 6740.1C.

ISSUANCE TRANSMITTAL
SHEET

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 6740.1C	Date: SEP 20 1985
------------------------------	-------------------

Material Transmitted:

1. Management Instruction, MMI 6740.1C, Subject: "Identification and Maintenance of MSFC Vehicles and Special Purpose Mobile Equipment."
2. This MMI has been revised to:
 - a. Add the provisions of MMI 6760.1A, Changes 1-2, "Vehicle Marking and Identification."
 - b. Assign responsibility for managing the identification and maintenance program for MSFC vehicles and equipment to the MSFC Transportation Motor Vehicle Operations Officer.
 - c. Assign responsibility for minor vehicle servicing to directors/managers of applicable laboratories and offices.
 - d. Change format to conform to MMI 1410.1, "MSFC Directives System."
 - e. Make other editorial changes for clarification.

Filing Instructions:

Remove MMI 6740.1B and Changes 1-2 thereto, and MMI 6760.1A and Changes 1-2 thereto, and insert the attached MMI 6740.1C.

MANAGEMENT
INSTRUCTION

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Originating Organization: CN71	Effective Date: SEP 20 1985	MMI: 6740.1C
--------------------------------	-----------------------------	--------------

Subject: Identification and Maintenance of MSFC Vehicles and Special Purpose Mobile Equipment

1. PURPOSE

To establish responsibilities and procedures for the identification and maintenance of MSFC vehicles and Special Purpose Mobile equipment, thereafter referred to as "equipment."

2. APPLICABILITY

This instruction is applicable to all MSFC organizations at MSFC-Huntsville. Similar instructions will be issued at MSFC component installations engaged in subject activities.

3. REFERENCES (Only applicable parts of most recent edition apply.)

- a. Federal Property Management Regulations (FPMR), Subchapter G, Subpart 101-38.4, 101-38.6, and 101-38.10.
- b. NMI 1020.1, "NASA Seal, Insignia, Logotype, Program and Astronaut Badges, and Flags."
- c. NASA Manual 001, "Graphics Standards Manual."
- d. NMI 6720.1, "NASA Motor Vehicle Management."
- e. MMI 6730.2, "Vehicle Authorization, Acquisition, Justification, Operation and Control."

- f. MSFC Standard 126, "Inspection, Maintenance, Proof Testing and Certification of Handling Equipment."

4. POLICY

The basic objective of the maintenance program at MSFC is to provide for optimum use of vehicles and equipment at the lowest cost while assuring maximum readiness of vehicles and equipment to perform their assigned functions safely and efficiently. The marking, painting, and numbering of MSFC vehicles and equipment serve to readily identify the units for control and maintenance.

5. DEFINITION

Special Purpose Mobile Equipment are those vehicles and equipment, other than general purpose or passenger carrying vehicles, which are designed for special purposes such as material handling, construction, or direct mission support

6. RESPONSIBILITIES AND PROCEDURES

Detailed responsibilities and procedures for implementing the MSFC vehicle and equipment identification and maintenance program are contained in Attachment A of this instruction.

7. CANCELLATION

MMI 6740.1B, Changes 1-2 and MMI 6760.1A, Changes 1-2.

Original Signed by
W. R. Lucas
Director

Attachment

A. Responsibilities and Procedures

Distribution:

SDL-3

CN73/30 Copies

ATTACHMENT A

RESPONSIBILITIES AND PROCEDURES

1. MSFC Transportation Motor Vehicle Operations Officer is responsible for:

- a. Assigning a unique maintenance control number to each Government-owned-leased vehicle and item of equipment receiving maintenance or service station type services at MSFC.
- b. Establishing and maintaining a record system of official U.S. Government motor vehicle license tags assigned to MSFC.

NOTE: Transportation Management Division will assign a series of U.S. Government license tags to Michoud Assembly Facility (MAF) for use on Government-owned vehicles at that location. MAF will maintain records for these license tags.

- c. Developing a scope-of-work for the Institutional Mission Services Contractor that will include the subject functions.
- d. Approving a vehicle and equipment maintenance plan submitted by the Institutional Mission Services Contractor that will comply with statutory requirements and will include the following factors:
 - (1) Affixing identification numbers to vehicles and equipment for maintenance control and identification.
 - (2) Applying identification decals/logo on MSFC vehicles in accordance with guidelines in NASA Manual 001 (Graphics Standards Manual).
 - (3) Installing U.S. Government license tags on vehicles and other designated equipment.

- (4) Ensuring vehicles/equipment repaired in the paint and body shop are painted in compliance with NASA Manual 001, "Graphics Standards Manual." Equipment not listed in NASA Manual 001 will normally be painted yellow (color chip 13655).
- (5) Ensuring load capacity and load test information is affixed to lifting equipment in accordance with MSFC Standard 126, "Inspection, Maintenance, Proof Testing and Certification of Handling Equipment."
- (6) Maintaining an historical record file for each unit of equipment being serviced. This record will contain statistical data, maintenance repair history, and other essential forms and data in order to provide a composite picture of the service life of equipment from time of receipt until time of disposal.
- (7) Maintaining accurate issue/resupply and distribution records for automotive fuels.
- (8) Scheduling and performing inspections, services, and repair of equipment, both in the shop and in the field.
- (9) Providing pickup and return of nonmobile equipment and forklifts of 6,000 pounds capacity and under.
- (10) Providing service station type maintenance to include checking of equipment safety features at each fueling.
- (11) Performing and validating load test on material handling equipment maintained under the scope of work with adherence to the appropriate statutory requirements.

2. Directors/Managers of applicable Laboratories and Offices are responsible for:
 - a. Directing users/operators to:
 - (1) Inspect vehicle/equipment before and after operation for damage, pilferage, and other defects which may affect operation.
 - (2) Perform minor servicing such as keeping inside of vehicle clean and ensuring that oil, radiator coolant, and other fluids are maintained at proper levels.
 - (3) Utilize the self-service drive through vehicle washing facility located in building 4483 for cleaning of vehicle exterior.
 - (4) Report vehicle/equipment malfunctions to the maintenance shop, building 4483.
 - (5) Drain air tanks daily on vehicles equipped with air brakes.
 - (6) Remove ignition keys from unattended vehicles/equipment.
 - b. Delivering vehicles/equipment to the maintenance shop when scheduled for service and picking them up when notified that service is completed, except for certain designated equipment.
 - c. Providing a qualified operator to assist in load testing of material handling equipment when requested by Transportation Management Division.
 - d. Ensuring procurement documents for purchase of vehicles specify exterior color white (color chip 17886); exterior color of equipment will be yellow (color chip 13655). Chassis of vehicles and trailers will be black (color chip 17038).
 - e. Ensuring vehicles and equipment being transferred or turned in as excess are processed through Transportation Management Division for removal of U.S. Government license tags and other markings, as appropriate.

